The Department of Music offers the following publicity options for student recitals:

- Listing on the Department of Music Events calendar
- Listing in community calendars
- One social media post on the Department’s Facebook, Instagram, and Twitter accounts
- Program design and printing

If a student is interested in publicizing their recital, they must contact the Marketing and Communications Manager directly to arrange publicity. If a student does not formally request publicity via email, their event will not be publicized. Publicity requests must be received no later than two weeks prior to an event. Requests received less than two weeks prior to an event will be accommodated on a case by case basis.

**Requesting Publicity**

When requesting publicity, please email the following to the Marketing and Communications Manager:

- Short bio (maximum 150 words)
- High-resolution headshot (1 MB or larger)
- Repertoire list (last names of composers are fine until your program is finalized)
- Names of all collaborators and their instruments (pianist, chamber musicians, etc.)
- Type of recital (Bachelor of Arts, Bachelor of Music, Master of Arts, Master of Music, Doctor of Musical Arts)
  - Include rank (junior or senior) for undergraduate recitals
- Name of professor(s) you study with

**Programs**

The department will format and print your program for you. Exact program information does not have to be included in the initial publicity request, but must be received at least two weeks prior to your recital date. Once available, please send the following to the Marketing and Communications Manager:

- Titles of pieces (include all diacritical marks, italicization, opus numbers, etc.)
- Movement titles
- Composer first and last names
- Composer birth and death dates
- Intermission (indicate where it will fall in your program)
- Vocalists must include text/translations (include original text for songs that are sung in English)

**Posters**

The department does not design or print student recital posters. If you would like assistance in finding a design program or website to use, please contact the Marketing and Communications Manager. UCSB Associated Students Publications offers competitive rates on print materials. Visit their website at publications.as.ucsb.edu to learn more. If you would like your posters displayed around the department, please bring six copies to the Marketing and Communications Manager’s office (Room 1315F in the main music office).